



## **State Owned Land Revision Request**

### **2005 - Instructions**

The Bureau of Local Assessment recently concluded the 2005 revaluation program for all reimbursable state owned land pursuant to MGL Ch. 58 §13-17, and MGL Ch. 59 §5G. Communities questioning their proposed state owned land values should contact the Bureau of Local Assessment no later than June 10, 2005. Assessors must, at a minimum, comply with the instructions in this *State Owned Land Revision Request*. Forms needed include the Sales Analysis Form if a sufficient number of sales are available or the Land Abstraction (Residual) Form if there are not enough sales. Also, all documents requested below must be provided. Bureau representatives will review the documentation submitted by the assessors and hold hearings as needed in our regional offices by appointment only. Completed Revision Forms must be received by the close of business on June 10, 2005. Final values, including revised 2005 state owned land values, will be posted to the Department's website on or before July 20, 2005. Should a community continue to be aggrieved after the final valuations are posted to the Internet it will have until August 10, 2005 to file an appeal with the Appellate Tax Board.

In order to review your concerns about the valuation of eligible land in your community please provide the information requested below for each site in question.

1. Current property record cards, assessor's maps (index and parcel),
2. Zoning map with the table of minimum requirements and a list of municipally accepted streets,
3. Sales Analysis Form must be completed for at least three comparable calendar year 2005 land sales. Land sales must be of comparable properties in terms of location, zoning, physical characteristics, etc. Depending on the size and nature of the site, the analysis needs to consider all directly comparable land sales, prime lot sales; rear/excess land sales and unbuildable land sales. Provide information required in number (1.) above for each comparable land sale.
4. Land Abstraction (Residual) Form must be completed if there are an insufficient number of calendar year 2005 comparable land sales. This abstraction method will be used to develop value estimates. Provide information required in number (1.) above for each residual sale.
5. Proposed site land valuation based on the Bureau of Local Assessment's *Guidelines for Developing a Minimum Reassessment Program*, revised January 2005.

Once we have received this information, one of our appraisal staff will review it and we will call you to schedule a hearing if necessary. Your cooperation is appreciated. If you have questions please contact Jack Lyons at 617-626-2368.